



HAWAI'I CONSERVATION ALLIANCE

A Partnership Dedicated to Environmental Stewardship, Community Engagement, and Conservation Capacity

INSTRUCTIONS FOR POSTER PRESENTATION

All accepted presentation participants must be paid registrants for the 2025 Conference. This includes moderators, facilitators, and speakers, even if you are scheduled to present on the public afternoon portion. There are no presenter registration discounts.

VIRTUAL POSTER GALLERY REQUIREMENTS

The Virtual Poster Gallery will be available for viewing by registered conference attendees prior to, during, and post conference. Submit two (2) files **no later than 5 PM (HST) Monday, July 14th, 2025 to the link below:**

1. Submit required **PDF file** (<500 MB) of your poster to be posted in the Virtual Poster Gallery.
 - a. Dimensions: **same as printed poster, see below**
 - b. Font Size: **16pt or larger**
 - c. Include the author's email for conference attendee engagement.
2. Submit required **2-min video recording** (.mp4 file; < 3 GB) discussing your project/research for the Virtual Poster Gallery.
 - a. Zoom works well, camera is optional, but screenshare your poster during recording.

Submit files to **File Request Link no later than 5 PM (HST) Monday, July 14th, 2025:**

<https://hawaiiconservation.sharepoint.com/:f:/s/HCC/EvfUH90fsVJFggqIRxE1Kq6QBiPaKR6Xk3LczTjHqtMZBvQ>

1. **File Label Format**
 - a. First Name Field contains Abstract ID Number and First Name (ex: 167. John)
 - b. Last Name Field should contain Last Name (ex: Doe)
2. PDF by deadline; DO NOT withdraw if missing one of the required Virtual Poster Gallery files.
3. Confirm on Oxford Abstracts Virtual Poster Gallery that files have been uploaded correctly.

PRINTED PAPER POSTER REQUIREMENTS

All poster presenters are responsible for printing and bringing their posters. Conference organizers **will not** print posters. In-person Poster Hall at conference venue will be open during all hours of conference. Posters will be adhered to the provided poster boards using provided pushpins. A map of the Poster Hall with your poster's abstract ID number will show your designated poster location.

1. **Dimensions:** Each poster presenter will have a **44" high x 45" wide space to hang their poster in** (push pins will be provided). **Printed posters must be the dimensions specified or smaller** to ensure that two posters can fit side-by-side on the front and back of the poster boards in the Poster Hall. Orientation can be landscape or portrait, as long as it is within the dimensions specified.
2. **Poster Material:** Paper, Laminated Paper, etc. – NO FABRIC
3. **Font Size:** Presenters should be mindful of font size in their posters, as virtual posters will be viewed as a paper poster in-person. Font size should ideally be **16pt or larger**
4. **Content to be Displayed:** Should be informed by the 2025 Abstract Evaluation Criteria reflecting conservation research and conservation management. Posters intended to be a program overview

or advertisement will not be accepted. Content can include: purpose, methods, results, conclusions, goals, targets, tools, approaches, metrics, indicators, lessons learned, etc.

5. Include the author's email on the poster for conference attendee engagement
6. A QR code will be attached to your designated poster location in the in-person Poster Hall to direct attendees to your virtual files.
7. Poster presenters are expected to adhere their printed posters to the poster boards in the Poster Hall room 317 A/B at the Hawai'i Convention Center at the following times for it to be displayed for all three days of conference:
 - Monday July 21st 11:00 AM – 4:00 PM
 - Tuesday July 22nd
 - 7:00 AM – 8:30 AM
 - 11:30 AM – 1:00 PM

IN-PERSON POSTER PRESENTATION AT POSTER RECEPTION REQUIREMENTS

Presence at 1-hour conference poster reception to discuss your project/research and answer questions with conference attendees Wednesday July 23rd 5:30 – 6:30 PM.

REMOVAL OF POSTER

Removal is permitted after the conference end at 3 PM Thursday July 24th. Conference staff will not collect posters; any left behind will be discarded.

If you have questions or concerns, email conference@hawaiiconservation.org.